

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training

**CONFIDENTIAL**

DATE: 25 August 1960

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report #34

1. Meeting with Colwell Beers

The following points were discussed in C/PPS' meeting with [redacted] on 23 August:

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a. [redacted], until recently Chief of Support, [redacted] returned to Washington on 22 August but has had to go at once to Ohio because of his grandmother's death.

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b. [redacted] DDD/S, has signed the promotion action for [redacted]. The latter is now at [redacted]

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c. A Management Staff study [redacted] public works branch has reached O/DDS. "The mountain has labored and brought forth a mouse . . . ."

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d. Ditto on another Management paper endorsing the return to Office of Security of a personnel slot loaned to OTR for implementation of the now suspended Audio Surveillance Counter Measures course.

e. [redacted] has complained that he and top Agency officials should be excepted from the requirements of [redacted] on Agency speakers. (DTR may expect to hear more on this, although [redacted] office is prepared to reply to this.)

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f. With DDTR's concurrence, C/PPS mentioned that Mr. [redacted] continues to request training materials from CO/OS/TR, but that OTR cannot help him because the desired papers are subject to Clandestine Services controls. [redacted] present probational assignment terminates in October, 1960, and he will be encouraged to resign rather than face certain selection out.

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2. Suggestion Awards Film for JOT's

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Tentative arrangements have been made to show the Suggestion Awards film to the JOT Orientation class on Friday, 16 September 1960, 0830 - 0900, immediately before the scheduled, opening talk of the Support block.

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4. Office Space

Pursuant to DTR's suggestion, PPS has inquired into possible, additional office space to house the Educational Specialist's activity. Adequate space is available in the AES area but it is not entirely satisfactory. Other possibilities are being looked into by [redacted] Meanwhile, [redacted] will "double up" in our present area, if necessary. Adequate clerical support is, of course, a major consideration. And pertinent to this, PPS has requested an additional electric typewriter to speed up and improve its capability to produce presentable training aids and staff papers.

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5. Educational Specialist

a. [redacted] finished the LAS Instructional Techniques Course #48 on Thursday and a report is being prepared for DTR.

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b. OC has requested a follow-up on 4-6 October on their students from their last ITC. This had been previously scheduled but had to be canceled because of the priority ITC for LAS.

c. [redacted] arranged for [redacted] to meet with a group of [redacted] Trainers on 19 August 1960. The group of 14, including [redacted] was replete with ideas and suggestions for the paper on using interpreters and translators for training purposes.

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